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How to analyze job requirements

2 steps to conduct a job analysis

In a competitive job market, hiring managers are usually inundated with responses to job postings. So, before you hit that "Apply" button, it's important to take the time to make sure your skills and qualifications answer the needs of the role.

By conducting a job analysis of your desired position, you can determine whether you have the competencies, behaviors, abilities and knowledge needed to excel in a certain role at a company.

In this guide...

YOU'LL LEARN HOW TO EFFECTIVELY ANALYZE JOB REQUIREMENTS

1 **Research the requirements**

2 **Assess your qualifications**

1 Research the requirements

ANALYZE THE COMPETENCIES NEEDED FOR THE POSITION

Successful candidates demonstrate a match between what employers want and the background, education and experience they bring to the role. Below are steps you can take to learn what hiring managers are looking for while recruiting for the position.

1. **Research and highlight key skills** and experience required from the job description.
2. **Use career databases** like O*NET or the Occupational Outlook Handbook to research positions you're targeting.
3. **Network with people** in the role and at companies you're targeting and conduct informational interviews—these are informal conversations you can have with someone working in an area of interest to you. It is an effective research tool that can help you understand what a role is really like, including tasks, skills, challenges and culture within an organization. Ask questions like:

    - What does a typical week look like in your role? What tasks do you spend most of your time doing?
    - What specific skills and personal qualities are most essential to be effective in your job?
    - How would you describe the company and team culture here?

2 Assess your qualifications

Now that you've done a job analysis, decide whether you possess the skills, knowledge and experience required for your desired roles. Ask yourself the following questions to help determine if you're a good fit for the position:

- When have I performed the same tasks required for the job? (e.g., past job, internship, volunteer position)

- When have I performed tasks that are related to the key responsibilities of the role?

- What knowledge and skills do I possess that align with the role I am targeting?

- What job-relevant knowledge and skills have I developed through my coursework? What projects have I completed?

- What outcomes am I expected to deliver for the role? What kind of outcomes have I produced in my career?

Use the following worksheet to assess whether you have the competencies required by a position:

JOB TARGET:

JOB REQUIREMENTS	HOW I MEET THE REQUIREMENTS

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